Auditing Procedures Report

		•	2 of 1968, as		nd P.A. 71 of 1919,	as amended				
Local Unit of Government Type				Local Unit Nan			County			
	Coun		City	⊠ Twp	Village	Other	Chandler 1	<u> </u>		Charlevoix
	al Yea				Opinion Date			Date Audit Report Subm 12/22/06	nitted to State	
06	/30/0	Jb			11/29/06			12/22/00		
	affirm									
We a	are co	ertifie	ed public ad	ccountants	s licensed to pr	ractice in M	lichigan.			
					erial, "no" resp ments and rec			sed in the financial state	ements, includ	ling the notes, or in the
	YES	2	Check ea	ich applic	able box belo	ow. (See in	structions for	further detail.)		
1.	X	All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.								
2.	X							unit's unreserved fund b budget for expenditures		tricted net assets
3.	X		The local	unit is in o	compliance wit	h the Unifo	orm Chart of A	accounts issued by the	Department of	Treasury.
4.	×		The local	unit has a	idopted a budg	jet for all re	equired funds			
5.	X		A public h	nearing on	the budget wa	as held in a	occordance wi	ith State statute.		
6.	×				ot violated the ssued by the L				the Emergenc	y Municipal Loan Act, or
7.	X		The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.							
8.	X		The local	นกit only l	nolds deposits	investmen	ts that comply	y with statutory requiren	nents.	
9.	X		The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the Bulletin for Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin).							
10.	10. There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that have not been communicated, please submit a separate report under separate cover.									
11.	\boxtimes		The local	unit is free	e of repeated o	comments i	from previous	years.		
12.	X		The audit	opinion is	UNQUALIFIE	D.				
13.	×				omplied with 0 g principles (G		r GASB 34 as	modified by MCGAA S	Statement #7 a	nd other generally
14.	X	П	-		•	•	rior to payme	nt as required by charte	er or statute.	
	_									
15. 🗵 🔲 To our knowledge, bank reconciliations that were reviewed were performed timely. If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission. I, the undersigned, certify that this statement is complete and accurate in all respects.									e audited entity and is not me(s), address(es), and a	
We	have	9 0 0	losed the	following	J:	Enclosed	Not Require	d (enter a brief justification) <u> </u>	
Fina	ancia	l Sta	tements			\boxtimes				
The	lette	r of (Comments	and Reco	mmendations		None repo	rted		
Oth	er (De	escribe								
			ccountant (Fi					Telephone Number		
	I SCI		erus & Co). LLP				231-347-4136 City	State	
	a Sp		St					Petoskey		49770
			Signature	$\overline{\wedge}$		Pn	nted Name	·	License Nu	mber
(James Cusenza 1101012888									

FINANCIAL REPORT CHANDLER TOWNSHIP CHARLEVOIX COUNTY June 30, 2006

CHANDLER TOWNSHIP FINANCIAL REPORT June 30, 2006

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November 29, 2006

Independent Auditors' Report

Township Board Chandler Township, Michigan Charlevoix County, Michigan

We have audited the accompanying financial statements of the governmental activities, and each major fund of Chandler Township, Michigan, as of and for the year ended June 30, 2006, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund, of Chandler Township, as of June 30, 2006, and the respective changes in financial positions thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Township has not presented management's discussion and analysis that accounting principles generally accepted in the United States of America has determined to supplement, although not required to be part of the basic financial statements.

CERTIFIED PUBLIC ACCOUNTANTS

Hill Schröderus & Co.

Petoskey, Michigan

CHANDLER TOWNSHIP Statement of Net Assets June 30, 2006

	Governmental
Assets	
Current Assets	
Cash	\$ 146,465
Due from other governments	2.346
Due from fiduciary fund	728
Total current assets	149,539
Noncurrent Assets	
Capital assets	172,833
Less: accumulated depreciation	[116,979]
Total noncurrent assets	55,854
Total assets	\$ 205,393
<u>Liabilities and Net Assets</u>	
Current Liabilities	
Accounts payable	\$ 3,218
Net Assets	
Investment in capital assets	55,854
Restricted for :	
Fire service	48,598
Metro act expenditures	716
Unrestriced	97,007
Total net assets	202,175
Total liabilities and net assets	\$ 205.393

CHANDLER TOWNSHIP Statement of Activities Year Ended June 30, 2006

Net Revenue (Expense) and Changes in Net

				D	Davanu			iges in Net
	E	xpenses	Charges for Services		Operating Grants and Contributions		Gove	Assets ernmental ctivities
Functions/Programs								
Governmental Activities:							_	
General government	\$	38,184	\$	175	\$	-	\$	(38,009)
Public safety		10,325		-		•		(5,325)
Public Works		4.251		-		3,467		(784)
Community and economic development		2,648		-		-		(2,648)
Depreciation (unallocated)		7,677		-				{7,677}
Total governmental activities	\$	63,085	\$	175	\$	Operating Grants and Gover Contributions - \$ 5,000 3,467 8 8,467	(54,443)	
	Taxes: Properly taxes, levied for general purposes Properly taxes, levied for fire operations/equipments State shared revenues Interest Other						ni 	38.612 16.218 15.731 3,664 1,243
	Total general revenues							75,468
	Change in net assets							21,025
	Net	assets - beg	inning o	of year				181,150
	Net	assets - enc	l of year	r			\$	202,175

CHANDLER TOWNSHIP Governmental Funds Balance Sheet June 30, 2006

	 Sen <u>eral</u>	Fire		Total
<u>Assets</u>				
Cash	\$ 121,530	\$ 24,935	\$	146,465
Due from other governments	2,346	-		2.346
Due from other funds	 728	23,663		24,391
Total assets	\$ 124.604	\$ 48,598	\$	173,202
<u>liabilities and Fund Balances</u>				
Liabilities:				
Accounts payable	\$ 3,218	\$ -	\$	3,218
Due to other funds	23,663	 		23,663
Total liabilities	2 <u>6.</u> 881	 -		2 <u>6.881</u>
Fund Balances:				
Reserved for:				
Fire operations/equipment	-	48,598		48.598
Metro act expenditures	716	-		716
Undesignated	 97,007			97.007
Total fund balances	97,723	 48.598		146,321
Total liabilities and fund				
balances	\$ 124,604	\$ 48,598	<u>\$</u>	173,202

Governmental Funds

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets June 30, 2006

Total Fund Balances - Governmental Fund:	Total	i Fund Balances	- Governmental Fund	ł<
--	-------	-----------------	---------------------	----

\$ 146,321

Amounts reported for governmental activities in the statement of net assets are different because;

Capital assets used in governmental activities are not financial resources and are not reported in the governmental funds balance sheet

Cost of capital assets	172,833
Accumulated depreciation	(116,979)

Total net assets - governmental activities \$ 202,175

CHANDLER TOWNSHIP Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances Year Ended June 30, 2006

	General			<u>Fire</u>	Total	
Revenues:						
Taxes	\$	38,612	\$	16,218	\$	54,830
State revenue		19,198		-		19,198
Charges for service		175		-		175
Interest		3,622		42		3,664
Other		1,243		5,000		6 <u>,243</u>
Total revenues		62,850	-	21,260		84,110
Expenditures: Current:						
General government		38,184		-		38,184
Public safety		-		10,325		10,325
Public works		4,251		-		4,251
Community and Economic Development	_	2,648				2,648
Total expenditures		45,083		10,325		_55,408
Net change in fund balance		17,767		10,935		28,702
Fund balances - beginning of year	<u> </u>	79,956		37,663		117.619
Fund balances - end of year	\$	97,723	<u>\$</u>	48,598	\$	146,321

Governmental Funds

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities Year Ended June 30, 2006

Net Change in Fund Balances - Total Governmental Funds	\$ 28,702
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlays	
expense in the period.	 (7.677)
Change in net assets - governmental activities	\$ 21,025

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual General Fund Year Ended June 30, 2006

	Priginal Judget	Final udget	 A <u>ctual</u>	Fino	ance with at Budget r/(Under)
Revenues: Taxes State revenue Charges for services Interest Other	\$ 30,000 15,000 175 3,600 5,725	\$ 30,000 15,000 175 3,600 5,725	\$ 38.612 19.198 175 3.622 1,243	\$	8.612 4,198 - 22 (4,482)
Total revenues	54 <u>,5</u> 00	54,500	62,850		8,350
Expenditures: Current: General government:					
Legislative Supervisor Clerk Treasurer	2,500 3,300 4,700 6,500	2.500 3,300 4,700 6,500	1,813 3,242 3,887 6,847		(687) (58) (813) 347
Assessor Building and grounds Legal Cemetery	4,200 9,700 500 1,300	4,200 9,700 500 1,300	4,060 9,865 851 1,298		(140) 165 351 (2)
Unallocated Total general government	16,500 49,200	16,500	6,321 38.184		(10,179)
Public Safety: Fire protection	2,000	2,000	-		(2,000)
Community and Economic Development: Zoning	3.500	 3,500	2,648		(852)
Public works: Road maintenance and repair Transfer station	4,000 1,500	 4,000 1,500	2,751 1,500		(1,249)
Total public works	5,500	5,500	4,251		(1,249)
Total expenditures	60,200	60.200	45,083		(15,117)
Net change in fund balance	(5,700)	(5.700)	17,767		23,467
Fund balance - beginning of year	8 <u>8,642</u>	 88,942	 79,956		(8,986)
Fund balance - end of year	\$ 82,942	\$ 83,242	\$ 97,723	\$	14,481

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual Fire Fund Year Ended June 30, 2006

	Original Budget		Final Budget		Actual		Variance with Final Budget Over/(Under)	
Revenues:								
Toxes	\$	17,600	\$	17,600	\$	16,218	\$	{1,382}
Interest		-		-		42		42
Other		10		10				4,990
Total revenues		17,610		17,610		21,260		3,650
Expenditures:								
Current:								
Public safety		13,300		13,300		10,325		(2.975)
Net change in fund balance		4,310		4,310		10,935		6,625
Fund balance - beginning of year		43.820		43,820		37,663		(6,157)
Fund balance - end of year	_\$	48,130	_\$	48,130	\$	48,598	\$	468

CHANDLER TOWNSHIP Fiduciary Fund Statement of Fiduciary Net Assets June 30, 2006

	_ Ag	ency Fund
Assets Cash	_\$	728
Liabilities Due to other funds	_\$	728

CHANDLER TOWNSHIP NOTES TO FINANCIAL STATEMENTS June 30, 2006

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Township operates under a Board-Supervisor form of government and provides the following services as authorized by its charter: public safety (fire), highways and streets, public improvements, planning and zoning, and general administrative services.

The Township's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. The Township's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. The following is a summary of the significant policies used by Chandler Township:

REPORTING ENTITY

The accompanying financial statements have been prepared in accordance with criteria established by GASB No. 14, and amended by GASBS No. 39. GASBS 14 states that the primary basis for determining whether outside agencies and organizations should be considered component units of the Township and included in the Township's financial statements is financial accountability. Financial accountability has been defined as follows: A primary government has substantive authority to appoint a voting majority of the component unit's board; the primary government is either able to impose its will on a component unit or there is a potential for the component unit to provide specific financial burdens on the primary government; and the component unit is fiscally dependent on the primary government. The Township has no component units.

BASIC FINANCIAL STATEMENTS - OVERVIEW

The Township's basic financial statements include both government-wide (reporting the Township as a whole) and fund financial statements (reporting the Township's major funds). Both the government-wide and the fund financial statements categorize primary government activities as governmental.

BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

The government-wide financial statements report information on all of the non-fiduciary activities of the primary government. The government-wide focus is more on operational efficiency, the sustainability of the Township as an entity and the change in the Township's net assets resulting from the current year's activities.

In the government-wide Statement of Net Assets, the governmental activities are presented on a consolidated basis. Due to the full accrual, economic resource basis, all long-term assets and receivables, as well as long-term debt and obligations are recognized. The Township's net assets are reported in three parts – invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. The Township first utilizes restricted resources to finance qualifying activities.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS - CONTINUED

The government-wide Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. This statement reduces gross expenses (including depreciation) by related program revenues, which includes charges for services, operating grants and capital grants.

The program revenues must be directly associated with the function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenue.

BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the Township are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues and expenditures. The focus of the fund financial statement is upon the determination of financial position and changes in financial position (sources, uses, and balances of financial resources).

Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The emphasis in the fund financial statements is on the major funds in the governmental type category. GASBS No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of the governmental and proprietary funds) for the determination of major funds.

Governmental Funds

The following is a description of the major governmental funds of the Township:

General Fund – The General Fund is the general operating fund of the Township. It is used to account for all financial resources except those required to be accounted for in another fund.

Fire Fund – The fire fund is used to account for fire protection services provided by the Township. Primary financing is provided by the Township's property tax levy, which is restricted for fire protection and fire equipment.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -- CONTINUED

BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS - CONTINUED

Fiduciary Fund

Fiduciary funds are used to account for assets held by the Township in a trustee or agent capacity. Since, by definition, these assets are being held for the benefit of a third party (other local governments, private parties, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements. Agency funds use the accrual basis of accounting, which reports only assets and liabilities. The following is a description of the fiduciary fund maintained by the Township.

Agency Fund – The Agency Fund accounts for the collection and payments of property tax levies.

BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources measurement focus and the full accrual basis of accounting, which incorporates long-term assets and receivables as well as long-term debt and obligations. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Expenditures generally are recorded when a liability is incurred.

The agency fund is accounted for using the full accrual basis of accounting. The Township's agency fund records iiabilities when property taxes are received.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded in the accounting period in which they are earned, as long as they are both available and measurable. Revenues are available when received within the current period or within 60 days after year end. Expenditures are recorded in the accounting period in which the liability is incurred, as under full accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

ASSETS, LIABILITIES, AND NET ASSETS

Cash and Cash Equivalents

Cash and cash equivalents are considered to be cash on hand and demand deposits.

Interfund Receivables/Payables

Outstanding balances between funds are reported as "due to/from other funds" on the balance sheet of the fund financial statements and as "internal balances" on the Statement of Net Assets of the government-wide financial statements.

Capital Assets

Capital assets, which include property, buildings and equipment, are reported in the applicable governmental activities column in the government-wide financial statements.

Capital assets are recorded by the Township when the initial individual costs are equal to or greater than the following amounts:

<u>Asset Type</u>	<u>Amount</u>	
Land	\$	1
Equipment	1	000,
Buildings)	000,
Land Improvements	1	000,

Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed.

Property, buildings and equipment are depreciated using the straight-line method over the following useful lives:

Buildings	40 years
Land Improvements	20 years
Equipment	5-7 years

Fund Equity

In the fund financial statements, governmental funds report reserved fund balances for amounts that are not available for appropriation or are legally restricted by outside parties for specific purposes.

NOTE 2: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all operating funds of the Township except for the agency fund. Budgetary control is legally maintained at the fund level.

The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

- Public hearings are conducted at the Township Hall to obtain taxpayer comments.
- 2. The budget is legally enacted through passage of an ordinance.
- 3. Budgets for the General Fund and Fire Fund are adopted at the total fund level. Budgeted amounts are as originally adopted, or as amended by the Township Board during the year.

Excess of Expenditures Over Appropriations in Budaeted Funds

The Township is required under Public Act 621 to adopt a budget for the General and Special Revenue Funds. The Township did not incur an excess of expenditures over appropriations for the General or Fire fund.

NOTE 3: CASH DEPOSITS

Michigan Compiled Laws, Section 129.91, authorizes the Township to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations, which have an office in Michigan. The Township is allowed to invest in bonds, securities and other direct obligations of the United States or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

<u>Custodial</u> Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. At June 30, 2006, the carrying amount of the Township's deposits, including the fiduciary fund, was \$ 147,193 and the bank balance was \$147,653. Of the above balance in cash, \$36,738 was covered by federal depository insurance. The remaining amount was in a money market sweep account, which was uninsured and uncollateralized. The Township may experience significant fluctuations in deposit balances throughout the year.

NOTE 4: PROPERTY TAX

Property taxes attach as an enforceable lien on property as of December 1. Taxes are levied in December and are payable from December through February 14. The Township bills and collects its own property taxes and also taxes for other governmental units. Collections of the other governmental units' taxes and remittance of them to the units are accounted for in the Agency Fund. Property tax revenues are recognized in the year for which they are levied.

The Township is permitted by state law, subject to State Headlee and Truth in Taxation provisions, to levy taxes up to \$1 per \$1,000 of assessed valuation for general government services.

The tax rates for the year ended June 30, 2006 are as follows:

<u>Purpose</u>	Rate/Assessed Valuation
General government service Fire protection and equipment	\$1.0 per \$1,000 \$1.0 per \$1,000

NOTE 5: INTERFUND RECEIVABLES AND PAYABLES

The inter-fund balances within the primary government are as follows:

	Interfund Receivable		Interfund Payable	
General Fire Fund Fiduciary Fund	\$	728 23,663 -	\$ 23.663 - 728	
	\$	24,391	\$ 24.391	

The Fiduciary Fund owes the General Fund for interest collect on delinquent property taxes. The General Fund owes the Fire Fund for their share of the pooled cash account used in previous years.

NOTE 6: CAPITAL ASSETS

Capital asset activity of the Township's primary government for the current year was as follows:

Governmental Activities	Balance July 1, 2005	Additions	Deletions	Baiance June 30, 2006
Capital assets not being depreciated: Land	\$ 12.853	\$ -	\$ -	\$ 12,853
Capital assets being depreciated:				
Buildings	75,000	-		75,000
Land improvements	6,836	-	-	6,836
Equipment	78,144			78,144
Subtotal	159.980		-	159,980
Less accumulated depreciation:				
Buildings	48,750	1,875	-	50,625
Land improvements	6,836	-		6,836
Equipment	53,716	5.802		59,518
Subtotal	109.302	7,677		116,979
Net capital assets				
being depreciated:	50.678	<u> </u>	-	43,001
Governmental activites net capital assets	\$ 63,531	\$ (7.677)	\$ -	\$ 55.854

Depreciation expense was unallocated between function in the statement of net assets.

NOTE 7: DEFINED CONTRIBUTION PLAN

The Township provides pension benefits for all Township board members, caretaker and the zoning administrator through a defined contribution plan, in a defined contribution plan, benefits depend solely on amounts contributed on the plan plus investment earnings. Employees are eligible to participate from the date of employment. Past service, credit is calculated as 3% of current compensation for each year of past service to a maximum of ten years. The plan requires the township to contribute 6% of the employee's base annual salary each year. The employees may also contribute up to 6% of their salary to the plan. Contributions for each employee (and interest allocated to the employee's account) are fully vested immediately.

The Township's required contribution of 6% for fiscal year 2006 was \$1,302 including administration fee of \$180.

NOTE 8: RISK MANAGEMENT

The Township belongs to the Michigan Municipal Liability and Property Pool, a public entity risk pool currently operating as a common risk management and insurance program for various municipalities throughout the state. The Township pays an annual premium for its general insurance coverage. The pool is self-sustaining through member premiums and reinsures through commercial companies for claims in excess of \$500,000 for each insured event.